

Post-School Survey

An Instruction Manual for Completing the Post-School Survey



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Introduction

In accordance with the Individuals with Disabilities Education Act (IDEA), several indicators have been established by the Office of Special Education Programs (OSEP). States are required to report on these indicators each year in their Annual Performance Reports.

Purpose of Post-School Survey

The post-school survey provides data for OSEP's **Indicator 14**: *Percent of youth who had IEPs, are no longer in secondary school and who have been competitively employed, enrolled in some type of postsecondary school, or both, within one year of leaving high school [20 U.S.C. 1416(a)(3)(B)].*

Completing the Survey

Completion of the post-school survey weighs directly on the district meeting the timely and accurate data submission requirements that impact the state Special Education District Levels of Determination and correspondingly impacts the state's Level of Determination issued by the Office of Special Education Programs. We are required to account for all timely and accurate data submissions in our State Performance Plan and Annual Performance Report to OSEP on the required Indicators. *Part B funds may be used for this activity.*

Who Must Complete Survey

The district must complete this survey for all high school students *who had IEPs* during the 2010-2011 school year and left high school during that year for one of the following reasons:

- dropping out¹
- graduating with a regular diploma
- reaching maximum age for receiving special education services, as established by the district
- removed or expelled, without option to return

Important Note for Correctional Facilities

Because Montana's state law prohibits tracking youth after they have exited a correctional institution, these facilities are exempt from surveying these students.

How the Survey is Conducted

The Post-school Survey application provides a list of special education students who left school in 2010-2011, as reported to the OPI in the AIM system. The application includes a follow-up survey to be conducted with these students between August and September of the current year. Districts have found that phone contacts provide the best results.

You may, however, choose to mail copies of the survey or use other methods. It may take repeated attempts to contact a former student or person who can provide information to complete the survey. Please make your best effort to contact every student.

Completion of this survey directly impacts the level of determination designation for the district as part of providing timely and accurate data.

¹Drop Outs - Those students who were enrolled in high school at the start of the reporting period, but were not enrolled at the end of the reporting period, and did not exit through any of the other bases described above. This includes runaways, GED recipients, expulsions, status unknown, and students who moved and are known not to be continuing in another educational program.

Reporting Period

The survey is open from August 1 through September 30.

Who Must Be Contacted

The application will be pre-populated with a list of special education students who left high school during the 2010-2011 year as recorded in AIM with the following Enrollment Status End Codes:

300	Withdrew for personal or academic reasons
310	Exceeded age requirement set by district policy
320	Removed or expelled, without option to return
330	Withdrew to enroll in non-diploma program
340	Unknown
400	Graduated
420	Completed school with other credentials

Attempts must be made to contact each student listed. ***A survey must be submitted for each student whether contact has been made or not*** and options are included under "Contact Results" for students that cannot be reached. This includes students who have returned to secondary school or who are deceased. If a student is reported as exiting special education in error, please contact Dick Trerise at dtrerise@mt.gov or 406-444-4429.

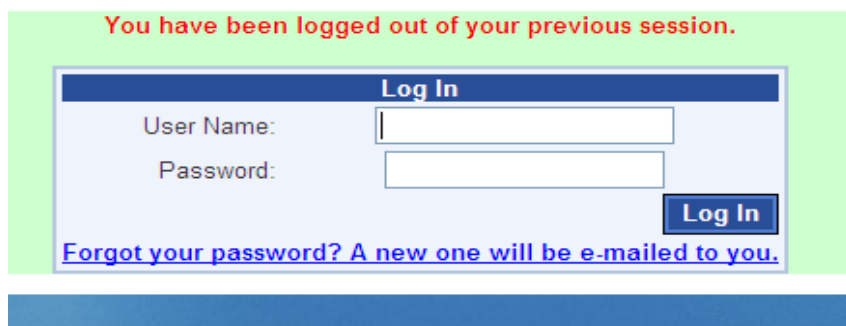
Steps for Completing the Survey

Logging In

Click on the link below or in the e-mail sent to you. If you are looking at a hard copy of the manual, simply type the URL into the address bar in your internet browser.

<http://data.opi.mt.gov/PostSchoolSurvey/>.

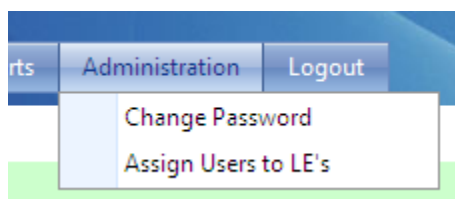
The first time you log in, you will need to click on the "Forgot your password?" link. The system will then e-mail a password to you. Enter that password into the password area.



After receiving your initial password via e-mail you have two options:

- Change your password to something you will remember
- Click on "Forgot your password?" every time you log in and have a new password e-mailed to you

To change your password once you have successfully logged in, select "Change Password" in the drop-down under Administration on the navigation bar. You will be prompted to enter the password that was e-mailed to you and then a new password two times. Click the "Change Password" button and it will be changed.

A screenshot of a 'Change Your Password' form. The form has a light green background. At the top, it says 'Change Your Password' in bold. Below this are three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Each field has a white input box. Below the input fields is a blue button with the text 'Change Password'. At the bottom, there is a note: 'The new password must have a minimum of 8 characters using a combination of uppercase and lowercase letters, and numbers'.

Entering Data into the Application

Your access is limited to those districts to which you have been assigned.

When you log into the system, you will see a Welcome Screen.

A screenshot of the 'Post School Survey System' welcome screen. At the top, there is a banner with the 'Special Education Office of Public Instruction' logo on the left and a photo of diverse children on the right. Below the banner, the title 'Post School Survey System' is centered. Underneath the title, there is a paragraph explaining the purpose of the survey: 'The purpose of the post-school survey is to provide data for the Office of Special Education Programs' (OSEP) Indicator 14: Percent of youth who had IEPs, are no longer in secondary school and who have been competitively employed, enrolled in some type of postsecondary school, or both, within one year of leaving high school. [20 U.S.C. 1416(a)(3)(B)].' Below this, another paragraph states: 'The Post School Survey Data Collection Website will be available to report the data between August and November each year. The survey of students should start when at least one year has passed following the student's exit from high school. Instructions for conducting the survey and completing the data collection and a copy of the survey can be found under the "Instructions" tab. To begin entry of the survey data, please click on the "Survey" tab.'

On the navigation bar near the top of the page click on the "Survey" tab. You will see the screen below. Select the appropriate district and/or school from the drop-down lists.

POST-SCHOOL SURVEY DATA COLLECTION FOR THE YEAR 2012

SURVEY DATA MUST BE GATHERED AT LEAST ONE YEAR FOLLOWING THE STUDENT'S EXIT FROM HIGH SCHOOL.

If a district, please select a school using the drop-down box below. A list of exited students will appear. If a school, there is no need to make a selection as the list should automatically appear if you have Special Education students who exited. A survey for each student on the list must be submitted.

Use the list to begin your entry of survey data by clicking on the "Select" button. Options for reporting students you are unable to reach are included under the "Contact Results" drop-down box. Only 10 students can be listed per page; if you have more than 10, the additional students can be accessed by clicking on the page numbers at the bottom of the list.

Once the survey is submitted, click the "Print Survey" button if you would like a print copy of the completed survey. The Print Button will be disabled (gray) until the student survey is submitted.

Survey Year: 2012

Select District:

Select School:

Reporting Students Who Exited

Once you have selected the appropriate district and school from the drop-down, a list of students will appear. These are the students for whom you need to complete a survey. Click on the "Select" button next to the first student. The survey will appear below.

Exited Students

Number of Exited Students = 4

State ID	Student Name	Birthdate	Gender	Race	Submitted		
859620847	Dalton Jack Brown	11/29/1992	M	White	Yes	Select	Print Survey
793712374	Flora Ann Hammond	5/22/1992	F	White	Yes	Select	Print Survey
124204271	Justin Tyler Scott	8/21/1992	M	Hispanic	Yes	Select	Print Survey
921792060	Zackerie Scott Hamel	4/15/1993	M	White	Yes	Select	Print Survey

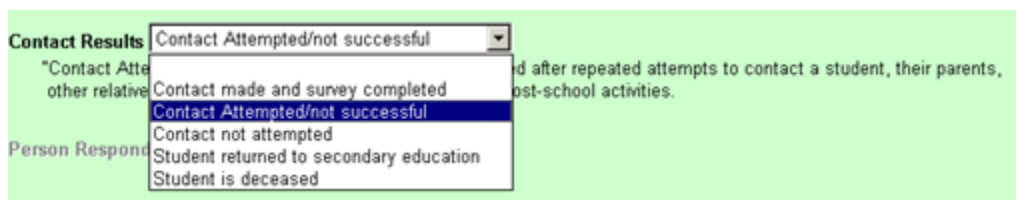
12

If the school you are working on has more than ten students, you will see additional page numbers here.

Contact Results

As seen below, there are five Contact Result options. Record the results of your contact or contact attempts or report that a student has returned to secondary education or is deceased.

Note: Only "Contact made and survey completed," requires answering additional questions.



A screenshot of a web form showing a dropdown menu for "Contact Results". The menu is open, displaying five options: "Contact Attempted/not successful", "Contact made and survey completed", "Contact Attempted/not successful", "Contact not attempted", and "Student returned to secondary education". The option "Contact made and survey completed" is highlighted in blue. To the left of the dropdown, the text "Contact Results" is visible. To the right, a portion of another dropdown menu is visible, showing "Contact Attempted/not successful" and "Contact made and survey completed".

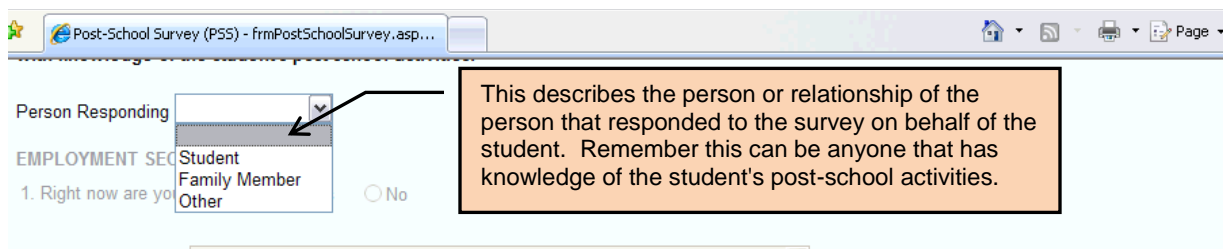
"Contact made and survey completed" will be selected most frequently. After selecting this resolution, other questions will be displayed and must be answered. (Grayed-out questions will be available for entry.)

"Contact attempted/not successful" should be used only after SEVERAL attempts to contact the student, family members, relatives or others that may have knowledge of the student's post-school activities have failed.

"Contact not attempted" will be used on rare occasions. This resolution would be used in instances where the school or district has no contact information for the student or anyone else that might have knowledge of the student's post-school activities.

Person Responding

If you have selected "Contact made and survey completed," please identify the person that responded to the survey. Next, you will need to answer a series of questions. Certain responses will activate additional questions.



A screenshot of a web form showing a dropdown menu for "Person Responding". The menu is open, displaying three options: "Student", "Family Member", and "Other". The option "Student" is highlighted in blue. To the left of the dropdown, the text "Person Responding" is visible. To the right, a text box contains the instruction: "This describes the person or relationship of the person that responded to the survey on behalf of the student. Remember this can be anyone that has knowledge of the student's post-school activities." Below the dropdown menu, the text "EMPLOYMENT SEC" and "1. Right now are you" are visible. A radio button labeled "No" is also present.

Employment Section

The first set of questions collects information about the student's current or prior employment since leaving high school.

--- EMPLOYMENT SECTION ---

1. Right now are you working? ☒ Yes ☐ No

Question 1: Is the student currently working? Yes or No

YES will activate questions 2-4 inquiring about the student's current job.

NO will activate question 6 inquiring about any employment since high school.

2. Are you usually paid at least minimum hourly wage? ☒ Yes ☐ No ☐ No Answer

Question 2: Are you usually paid at least minimum hourly wage? Yes or No

(The current minimum wage is defined on the application)

3. Since leaving high school, have you worked for a total of 3 months (about 90 days)? ☐ Yes ☒ No ☐ No Answer
(NOTE: Days do not need to be in a row.)

Question 3: Since leaving high school have you worked for a total of 3 months (about 90 days)? Yes or No

4. When working, do you usually work 20 hours or more hours per week? ☐ Yes ☐ No ☐ No Answer

Question 4: When working do you usually work 20 hours or more per week? Yes or No

5. Where is the job?

6. At any time since leaving high school, have you worked for a total of 3 months (about 90 days)?

7. Were you usually paid at least minimum hourly wage?

Effective 1/1/2011, Minimum wage is \$7.25 per hour.

with gross annual sales of \$50,000 or more.

8. Since leaving high school, have you worked for a total of 3 months (about 90 days)?

(NOTE: Days do not need to be in a row.)

In a company, business or service with coworkers who are nondisabled
In your family's business (e.g., farm, store, fishing, ranching, catering)
In the military
In supported employment (paid work with services and wage support to the employer)
Self-employed
In sheltered employment (where most workers have disabilities)
Employed while in jail or prison
No Answer

Question 5: Where is the job? Choose the answer that is MOST applicable. (See descriptions in the table below.)

Employment Settings	Description
In a company, business or service with coworkers who are nondisabled	Any job that is part of the open labor market for both individuals with and without disabilities (i.e., individuals must apply and compete with others to be hired).
In your family's business	Any type of self-employment, including working on a family farm, ranch or family owned business.
In the military	Serving in any branch of the Armed Forces.
In supported employment	Paid work within the open labor market that includes support services to help individuals with disabilities obtain and maintain employment.
Self-employed	Any type of self-employment, including working on a family farm, ranch or family owned business.
In sheltered employment	Vocational and nonvocational programs where most workers have disabilities, such as sheltered workshops, adult-activity centers work-activity centers and day-treatment centers.
Jail or prison while incarcerated	Having a work assignment while confined in a jail or prison.
No Answer	Student or family member refused to answer.

Question 6: At any time since leaving high school, have you worked? Yes or No

Select "Yes" if the student is not currently employed, but has been employed at some time since leaving high school. Complete questions 7-10 in the same manner as questions 2-5 would have been completed for current employment.

6. At any time since leaving high school, have you worked? ☐ Yes ☐ No

If the student has worked since leaving high school complete questions 7-10 in the same manner as questions 2-5 would have been completed for current employment.

Student's Postsecondary Schooling

The last section inquires about the Student's Postsecondary Schooling² – now or at any time since leaving high school.

Question 11: Right now, are you enrolled in any type of school, training, or education program? Yes or No

YES activates questions 12-13.

NO activates question 14.

11. Right now, are you enrolled in any type of school, training or education program? ☐ Yes ☐ No

12. Describe the kind of school or training program.

Question 12: Describe the kind of school or training program.

Answer to the best of your ability, using the MOST APPLICABLE answer to describe the school or training program in which the student is enrolled.

See the options listed in the table.

School or Training Program Options

High School completion document or certificate (e.g., Adult Basic Education, GED)

Short-term education or employment training program (e.g., WIA, Job Corps, etc.)

Vocational Technical School – less than a 2-year program

Community or Technical College (e.g., 2-year college)

College or University (e.g., 4-year college)

Enrolled in studies while incarcerated

Employer or union-sponsored apprenticeship

No answer

Question 13: Are you enrolled full-time? Yes or No

Full-time and part-time enrollment are defined by the school or training program that the student is attending. Use that institution's definition to answer this question.

13. Are you enrolled full-time? ☐ Yes ☐ No

Full-time or part-time is based on how the specific school, training or educational program defines it.

² Postsecondary school enrollment is defined as participation in a two or four-year college program, vocational or technical education program or short-term education or employment training program (e.g., WIA, Job Corps, Beauty School, etc.) either full or part-time. Full or part-time is determined by the program in which the student is enrolled.

Questions 14-16: If the student is not currently enrolled in a school, training or other educational program, but has been at some time since leaving high school, you will need to select "Yes" for question 14 and complete questions 15-16 in the same manner as questions 12-13 would have been completed for current enrollment.

14. At any time since leaving high school, have you been enrolled in any type of school, training or education program? ☒ Yes ☐ No

Complete questions 15-16 for previous employment in the same manner as questions 12-13 would have been completed for current enrollment.

Submit the Survey

After all of the survey questions have been answered, the survey can be submitted by clicking the "Submit" button at the bottom of the survey page.

Return Without Saving

Submit

Note: "Submit" saves the answers to the survey, but it does not lock the survey to prevent future access. The survey will still be available should an answer need to be changed or additional information added. On initial entry into the survey, clicking the "Return Without Saving" button means no data will be saved. Once the survey has been submitted, if it is reopened and changes are made, click "Submit" again to save new information. Clicking "Return Without Saving" in this instance would not save any new information.

Validation Checks

If you try to submit the survey without answering some of the *required* questions, the survey will alert you by listing these questions in red and putting a red asterisk (*) beside the question as shown below.

12. At any time since leaving high school, have you ever been enrolled in any type of school, training, or education program (if more than one, describe the program enrolled in the longest)? ☒ Yes ☐ No

13. Describe the kind of school or training program. *

14. Were you enrolled full-time? ☐ Yes ☐ No *

Full-time or part-time is based on how the specific school, training, or educational program defines it.

Return Without Saving

Submit

- Question 6 must be answered.
- Question 7 must be answered.
- Question 8 must be answered.
- Question 13 must be answered.
- Question 14 must be answered.

Submitting a survey does not lock the student's results. You may go back and change answers if necessary.

Once you have answered all required questions, the validation checks will disappear and you can submit the survey.

Print the Completed Survey

You can print a copy of the completed survey for the student after it has been submitted by clicking on the **Print Survey** button next to the student's name. The **Print Survey** button is disabled (grayed out) until after the survey has been submitted. When prompted, "Save" the file to your computer - do not click "Open." Printing the survey is not required.

Definitions

Enrolled in higher education

Student has been enrolled on a full- or part-time basis in a community college (2-year program) or college/university (4- or more year program) for at least one complete term, at any time in the year since leaving high school.

Enrolled in other postsecondary education or training

Student has been enrolled on a full or part-time basis for at least one (1) complete term at any time in the year since leaving high school in an education or training program (e.g., Job Corps, adult education, workforce development program, vocational technical school that is less than a 2-year program).

Competitive Employment

Student has worked for pay at or above the minimum wage in a setting with others who are nondisabled for a period of 20 hours a week for at least 90 days at any time in the year since leaving high school. This includes military employment.

In the definition for both "*competitive employment*" and "*some other employment*," the term '*at least 90 days at any time in the year since leaving high school*' means ninety (90) cumulative days or three months of continuous work at an average of 20 hours per week.

In the definition of "*competitive employment*," 20 hours per week can mean a minimum of:

1. At least 20 hours a week for 90 cumulative days
2. 20 hours or more a week for 90 cumulative days
3. An average of 20 hours a week for 90 cumulative days

A student who was employed but is on paid sick leave (e.g., worker's comp or health insurance) would still be counted as employed. However, unpaid leave or short-term layoff do not count toward the 90 cumulative days of paid work.

If a student works for "room and board," the time worked would not be counted as competitive employment.

Frequently Asked Questions (FAQs)

What if a student cannot be reached to complete the survey?

Survey information can be provided by people other than the student. Any person with knowledge of the student's post-school activities can provide information for the survey (e.g., a family member, friend or school personnel).

The survey also provides options if no one who is knowledgeable of the student's post-school activities can be reached.

- "Contact Attempted/Not Successful" – This should only be used after SEVERAL attempts have been made to contact the student, his/her family members and relatives or others that may have knowledge of the student's post-school activities.
- "Contact Not Attempted" – This should only be used on very rare occasions, but could be used in instances where the school or district has no contact information for the student or anyone else that might have knowledge of the student's post-school activities.

Can I change information in a survey that I have already submitted?

Yes. Submitting does not lock the survey. You may go back and change or add information if necessary. If you make changes, be sure to click on the **Submit** button to resubmit the survey and save the changes. Submitted surveys will be locked the end of September.

Can I print a student's survey?

Yes, but only after you have completed and submitted the student's survey. Then, you can return to the student list and the "Print Survey" button has been enabled. Clicking on this button will provide a copy of the student's survey in a PDF format with the option to save or open the file, allowing a district to save and/or print a copy.

How do I know if my school has completed a student's survey?

In the student list, there is a column labeled "Submitted." A "Yes" in this column indicates that a survey has been completed and submitted for that student. However, submitting a survey does not lock the survey. If necessary, you may go back and change or add information.

Who Do I Call For Help?

If you have questions, please contact:

Jan Duiker

Special Education Division

Phone: 406-444-7432

E-mail: jduiker@mt.gov